

Mid-Willamette Valley Homeless Alliance

Diversity, Equity, and Inclusion Subcommittee

April 18th, 2022 * 11:00 am -11:50am

3rd Monday of every month

Zoom Link: <https://willametteuniversity.zoom.us/j/91507347953>

AGENDA

1. **Welcome/Introductions (15 minutes)**
2. **Business Items (30 min, 1:10)**
 - a. **Overview and Questions**
 - i. Review and answer questions about our charter, mission, and vision.
 - b. **Equity Lens**
 - i. Adopting an equity lens for this group, borrowed from the Salem-Keizer School District
 - c. **Workshop**
 - i. We decided as a group, in the beginning of the year that we should do a workshop as a group to ensure we are in a good place ourselves, before we start telling other people how to do this well.
3. **Agenda Planning (10 min, 1:35pm)**
 - a. **Next Meeting:**
 - i. DEI Assessment: We will be doing an assessment of the entire organization to ensure there is representation of people of color and people with lived experience on every board of the organization.
4. **Adjourn (11:45pm)**

MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

Diversity, Equity, and Inclusion Subcommittee

CHARTER

A. PURPOSE

The purpose of the Diversity, Equity, and Inclusion Subcommittee is to advance strategies and actions to the Board, committees, and workgroups that create opportunities for people from diverse backgrounds, including those with lived experience in homelessness to participate throughout the CoC structure.

- Recommend, coordinate, and/or implement the kinds of support systems, training, and tools the CoC would need to provide to ensure a positive, meaningful, and welcoming experience; and
- Help develop partnerships with organizations effectively doing diversity, equity, and inclusion work.

B. MEMBERSHIP

MEMBERSHIP. Members of the Subcommittee include representatives of agencies participating in the Collaborative Committee and other stakeholders within the CoC's region. The Subcommittee is authorized by the CoC Collaborative Committee.

TERMS. Subcommittee members shall have unlimited terms of membership.

CHAIR. The Subcommittee shall designate a chair or co-chairs responsible, at a minimum, for facilitating meetings, establishing meeting locations and times, preparing agendas, notifying the membership and CoC staff of meetings at least one week in advance, and providing minutes to CoC staff within one week following the meeting.

RESIGNATION. Resignations by Subcommittee members shall be submitted in writing to the group's chair(s) and CoC staff.

C. MEETINGS

MEETINGS. Subcommittee meetings will occur monthly, or more frequently at the call of the chair. The Subcommittee is a public body subject to the public meetings and record laws as

stated in ORS Chapter 192. All meetings will be open to the public. The meeting agenda will be distributed to members and through public notice at least one week prior to a workgroup meeting. Accommodations will be made, compliant with the Americans with Disabilities Act.

QUORUM. A majority, defined as 50% plus one, of the appointed, voting workgroup membership will constitute a quorum for the transaction of all business at meetings. Members may attend either in person or by conference call so long as persons in attendance and on the telephone can both hear and communicate with each other. Members attending by telephone or similar contemporaneous means may be counted towards achieving a quorum. A group shall not meet if there is not a quorum.

VOTING. Subcommittee meetings shall operate on a consensus basis. However, members may request a majority vote on specific issues. A majority is defined as 50% plus one of the appointed, voting workgroup membership.

D. CODE OF CONDUCT

GENERAL PROVISIONS. Subcommittee members are expected to observe the highest standards of ethical conduct in the execution of their responsibilities, to conduct themselves with courtesy and respect, and to refrain from harassment, intimidation, discrimination, and physical or verbal abuse.

ANNUAL DECLARATION. Subcommittee members are to annually receive a copy of the Code of Conduct, acknowledge receipt by signing a form, and submit a copy of the signed form to CoC staff.

E. CHARTER AMENDMENTS

PROCESS. This charter may be amended at any CoC Collaborative Committee meeting. Copies of proposed amendments will be available for review at least one week prior to the CoC Collaborative Committee meeting at which the proposed amendments are considered. The CoC Collaborative Committee will seek review and recommendation by the Subcommittee of any amendments to the charter, unless circumstances require an immediate change. In the latter situation, CoC staff will provide an explanation of the circumstances and provide opportunity for comments and input prior to and as part of the CoC Collaborative Committee meeting.

FREQUENCY OF REVIEW. The Subcommittee will review this charter annually and submit any recommended revisions to the CoC Collaborative Committee.

Mid-Willamette Valley Homeless Alliance Protocols

Subcommittee and Task Force Formation and Operations

BACKGROUND

Board, Standing Committees/Workgroups, and Special Committees/Workgroups

The Mid-Willamette Valley Homeless Alliance (MWWHA) Board of Directors (“CoC Board”) is responsible for the overall policy and direction of the CoC and may delegate responsibility for day-to-day operations to staff and committees.

In addition to the Executive Committee and the CoC Collaborative Committee, the following standing committees and workgroups are identified and described in the MWWHA Governance Charter:

- Performance and Evaluation Committee
- Coordinated Entry Committee
- HMIS Users Workgroup
- Point-in-Time Count Workgroup

As specified by MWWHA Governance Charter (Article II.E.1.), the CoC Board appoints members representing organizations participating in the CoC Collaborative Committee to the standing committees and workgroups. The board also designates the chairs/co-chairs to facilitate the standing committee or workgroup meetings. CoC staff is assigned to take notes at committee and workgroup meetings and assure that CoC policies and processes are followed. CoC staff also maintains lists of committee and workgroup membership and post the lists to the CoC webpage.

The board may authorize the formation of special committees or workgroups, as necessary to deal with specific problems or issues, as the board finds appropriate. The board will appoint members to special committees and workgroups. These special committees or workgroups will be time limited and be provided a scope of work from the board. Special committees and workgroups will report their findings and recommendations to the board, upon request or upon the conclusion of their work.

Public Body

The MWWHA Governance Charter (Article II.A.9.) states, “The CoC Board is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public.” Meeting agendas are distributed to members, interested persons who have made such a request, and through public notice at least one week prior to a meeting. *These provisions extend to all standing committees and workgroups, as well as subcommittees and task forces.* (See “Meetings” in next section.)

SUBCOMMITTEES AND TASK FORCES

Formation and Responsibilities

Committees and workgroups may authorize the formation of subcommittees or task forces, as necessary to deal with specific problems or issues within the scope of the committee/workgroup. Subcommittees will be ongoing, and task forces will be time limited. Each will be provided a scope of work.

Subcommittees and task forces will report their progress, findings and/or recommendations to their corresponding committee/workgroup, upon request or upon the conclusion of their work.

Subcommittee and task force meetings fall under the definition of public meetings.

Membership

Membership of a subcommittee or task force is at the discretion of the authorizing committee/workgroup and may include

- people serving on the committee/workgroup;
- representatives of other agencies participating in the Collaborative Committee;
- stakeholders within the CoC's region; and/or
- subject matter experts.

Leadership

Subcommittee and task force leadership will be determined by the group's membership and be responsible, at a minimum, for facilitating meetings, establishing meeting locations and times, preparing agendas, notifying the membership and CoC staff of meetings at least one week in advance, and providing minutes to CoC staff within one week following the meeting.

Meetings

- **Schedule:** The schedule of subcommittee and task force meetings will be developed by the subcommittee/task force.
- **Notice:** Subcommittee/task force leadership is responsible to provide notice information of the time, place, and primary subjects for the meeting to CoC staff with sufficient time for staff to provide public notice at least one week in advance of the meeting.
- **Public Access:** Notice and opportunity for public access must be provided. This means that there must be an identified time and place where the public may observe the meeting in person, or with speakers or other electronic devices. (Note: Public Meetings Law only guarantees the public a right to observe the meetings of public bodies; it does not grant members of the public the right to interact with public bodies or provide public comment during those meetings.)
- **Quorum:** Quorum is defined in the Public Meetings Law as a "majority." The Oregon Attorney General's Public Records and Meetings Manual (2019) states: "A gathering of less than a quorum of a committee, subcommittee, advisory group or other governing body is not a 'meeting' under the Public Meetings Law. However, while a gathering of less than a quorum is not a 'meeting,' members of a governing body should not gather as a group or groups composed of less than a quorum for the purpose of conducting business outside the Public Meetings Law. Such a gathering creates the appearance of impropriety, and runs contrary to the policy of the Public Meetings Law, which supports keeping the public informed of the deliberations of governing bodies." This means subcommittees/task forces should only meet when a majority of the members are present.
- **Decisions:** Subcommittees and task forces may choose to operate by consensus or, either as a standard protocol or when consensus is not possible, may make decisions by majority vote. The MWVHA Governance Charter has adopted a definition that requires a majority of the membership to concur in a decision, not simply a majority of the members present. For example, if a subcommittee has six (6) appointed members, four (4) members are required for a quorum. If four members show up for a meeting, all four will need to vote in the affirmative on an action item. In other words, a 3-1 vote means the item fails for lack of a majority. Secret ballots, proxy votes, votes by mail, votes by e-mail, or contacting missing members after a meeting for votes are not allowed under the Public Meetings Law.

- **Minutes:** MWVHA board, committees, workgroups, subcommittees, and task forces must have sound, video or digital recording, or written minutes of their meetings. Subcommittees and task forces meeting minutes should be provided to CoC staff within one week of the meeting. Written minutes or recordings must include at least the following information:
 - members present;
 - motions or proposals and their disposition;
 - results of all votes;
 - the vote of each member by name;
 - the substance of any discussion on any matter; and
 - a reference to any document discussed at the meeting.

Staff Support

CoC staff will ensure meetings are publicly noticed and forward meeting agendas and minutes to other interested parties.

In accordance with the MWVHA Governance Charter (Article II.C.5.d.) and pursuant to 24 CFR part 578.103 and 24 CFR part 578.5(b), staff will maintain CoC records to document compliance with HUD requirements, including agendas and minutes of CoC board, committees, workgroups, subcommittees, and task force meetings.

REFERENCE

Oregon Attorney General's Public Records and Meetings Manual 2019,
<https://www.doj.state.or.us/oregon-department-of-justice/public-records/attorney-generals-public-records-and-meetings-manual/>

7/8/2020

**Mid-Willamette Valley Homeless Alliance (“Alliance”)
Governance and Organizational Structure**

